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DEPARTMENT OF FINANCE  
**DIVISION OF ACCOUNTING**

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**M E M O R A N D U M**

**#08-18**

**TO:** All Department and School Fiscal Officers

**FROM:** Trisha Neely, Director

**DATE:** June 20, 2008

**SUBJECT: PURCHASE ORDERS FOR INTERGOVERNMENTAL VOUCHERS**

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Over the course of the next fiscal year, there may be changes required to DFMS and Accounting policies and procedures in order to facilitate conversion to the new financials system in FY 2010. In order to convert Intergovernmental Voucher (IV) Purchase Orders (PO) for the new financials system, all POs must include a Vendor ID and Vendor Name. The "IV Ind" field will no longer be used to identify POs for an IV. Therefore, **effective July 1, 2008**, all POs used to encumber funds for an IV must include a Vendor ID in DFMS.

The DFMS Vendor Table has been updated to include one vendor ID for each organization at the budget unit level. The vendor ID is the 6-digit department, division, budget unit, followed by 3 zeros, and ending with a suffix of IV. For example, a PO set up for telephone services will have the vendor ID of 110305000 IV since Department of Technology, Telecommunications is the Selling Organization.

At this time only one vendor ID is available for each budget unit to facilitate conversion of IV POs from DFMS to the new financials system. The accounting distribution coded on the IV document ultimately determines the specific location, appropriation, etc. of the Selling Organization. For example, if Family Court is the Selling Organization then the vendor ID on the PO will be 020810000 IV. There is not a vendor ID for each Family Court in New Castle, Kent, and Sussex Counties. Additional IDs for all court locations will be established in the new financials system at implementation.

Please contact your State Accountant for any questions concerning this memo.